



**ST JOHN'S
College**

SANTA FE • ANNAPOLIS

ALUMNI | FORMER STUDENTS

RECORDS/UNOFFICIAL TRANSCRIPT REQUEST FORM

Name _____ Name while enrolled _____

Address _____

Telephone (land) _____ (cell) _____ SSN _____

Years Attended: _____

Program: BA MALA MAEC

Academic records are released only upon receipt of the student's signed, written request delivered to the Office of the Registrar in person, via mail or email.

Unofficial Transcript Official Degree Verification Apostilled Document(s) _____
 Other _____

The Unofficial Transcript will be delivered to you by email/PDF free of charge. Please allow 2-3 business days for transcript requests to be processed. The signature field *must* have a signature and not your printed name. Please contact the Office of the Registrar for more information on apostilles.

To complete your order, please sign the following release: "Fully informed about the St. John's College policy of not transmitting academic records electronically, I release the college of any responsibility or liability that may arise from my directive to send the documents noted above to my email address as noted next to my signature."

Signed: _____ **Email Address:** _____

Date: _____

Official Transcripts: As of April 2019, official transcripts are ordered through our online transcript exchange service—National Student Clearinghouse (NSC). Fees apply. NSC delivers electronic and paper-format transcripts throughout the nation and globally.

1. Go to <https://tsorder.studentclearinghouse.org/school/select>
2. Search for St. John's College and the appropriate program.
3. Proceed through the ordering process. No need for a user name or password.

Send/scan an image of the completed request form to: santafe.registrar@sjc.edu or
print and mail to: St. John's College, Office of the Registrar 1160 Camino de Cruz
Blanca, Santa Fe, New Mexico 87505-4599, USA